

## **Appendix E**

**Notification of Qualification Status**

**Responsibility – Human Resources**

## NOTIFICATION OF INCUMBENT STATUS

### Introduction

After the Human Resources Staff has reviewed the Incumbent Declaration, the employee will be notified whether or not he/she meets the requirements as stated in the IFPM Standard. The Human Resources Staff will send a copy of this notification to the supervisor. This Appendix contains memo templates to be used in the notification process, including the Employee Agreement and Conditions of Employment.

### Notification Process

For employees in technical positions who will be reassigned to the GS-0401, Fire Management Specialist positions affected by the *IFPM Standard*:

***IFPM Requirements Met*** – Provide the following documents:

- *Incumbent Memo: Transition to GS-0401 (Met)* template
- *HR Qualification Checklist/Worksheet* (in Appendix D)

If applicable the Human Resources Staff will send a notice to the supervisor to initiate a personnel action to move the employee to the new position description.

***IFPM Requirements Not Met*** – Provide the following documents:

- *Incumbent Memo: Transition to GS-0401 (Not Met)* template
- *HR Qualification Checklist/Worksheet* (in Appendix D)

The Human Resources Staff will send an *Employee Agreement* to the supervisor for completion. This document must be signed by the employee and the Line/Administrative Officer. The Fire Manager must work with the employee on drafting an Individual Development Plan.

For employees currently in professional Fire Management Specialist positions affected by the *IFPM Standard*:

***IFPM Requirements Met*** – Provide the following documents:

- *Incumbent Memo: Existing GS-0401 (Met)* template
- *HR Qualification Checklist/Worksheet* (in Appendix D)

If applicable, the Human Resources Staff will send a notice to the supervisor to initiate a personnel action to move the employee to the new position description.

***IFPM Requirements Not Met*** – Provide the following documents:

- *Incumbent Memo: Existing GS-0401 (Not Met)* template
- *HR Qualification Checklist/Worksheet* (in Appendix D)

The Human Resources Specialist will send an *Employee Agreement* to the supervisor for completion. This document must be signed by the employee and the Line/Administrative Officer. The Fire Manager must work with the employee on drafting an Individual Development Plan.

For employees currently in technical positions affected by the *IFPM Standard*:

***IFPM Requirements Met*** – Provide the following documents:

- *Incumbent Memo: G-0455/G-0462 (Met)* template

If applicable, the Human Resources Staff will send a notice to the supervisor to initiate a personnel action to move the employee to the new position description.

***IFPM Requirements Not Met*** – Provide the following documents:

- *Incumbent Memo: G-0455/G-0462 (Not Met)* template

The Human Resources Staff will send an *Employee Agreement* to the supervisor for completion. This document must be signed by the employee and the Line/Administrative Officer. The Fire Manager must work with the employee on drafting an Individual Development Plan.

### **Employee Agreement Directions**

Employees selected into positions who do not meet either the educational requirements of the 401 qualifications standard (individuals selected from the 455/462 certificate for concurrent advertisements) and/or the Conditions of Employment (NWCG Incident Management Qualifications or Additional Required Training) must sign an Employee Agreement acknowledging they understand that the requirements must be met by October 1, 2009.

### **Conditions of Employment**

When an applicant is selected for one of the identified IFPM position, the Human Resources Staff or the Fire Management Official will send out the IFPM Condition of Employment developed for use during the transition period. This must be accomplished prior to entrance on duty. The selected applicant must sign the Condition of Employment acknowledging their agreement to successfully complete all required training and coursework as specified by the IFPM requirements not-later-than October 1, 2009. Applicants who do not complete the full IFPM requirements by that date will be removed from the position.

**INCUMBENT MEMO: TRANSITION TO GS-0401 (MET)**

*Memo to Incumbents whose positions have been identified for transition to a GS-0401 Fire Management Specialist, and who meet the IFPM requirements.*

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: GS-0401 Incumbent Declaration Review

Your position has been identified as one of the 14 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*. Your position will be reclassified to the GS-0401, Fire Management Specialist series.

The Human Resources Office completed a review of your education and training records and determined you meet the requirements as outlined in the *IFPM Standard*. As such, you will be non-competitively reassigned to the GS-0401 series at your current grade level. Attached is the worksheet used to make this determination. We suggest that you attach this worksheet with all future job applications for the GS-0401 Fire Management Specialist series.

Note: There may be positions in the GS-0401 series for which you may not meet the IFPM requirements.

If you have any additional questions please contact (Name here) from the Human Resource Office at (phone and or email).

Signature

Employment Officer

CC Supervisor of Employee  
Fire and Aviation Management or Equivalent

**INCUMBENT MEMO: TRANSITION TO GS-0401 (NOT MET)**

*Memo to Incumbents whose positions have been identified for transition to a GS-0401 Fire Management Specialist and who need additional coursework, training, or experience to meet the IFPM Standard.*

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: GS-0401 Incumbent Declaration Review

Your position has been identified as one of the 14 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*. Your position will be reclassified to the GS-0401, Fire Management Specialist series, no later than October 1, 2009.

The Human Resources Office completed a review of your Incumbent Declaration and determined that you need the following to meet the requirements of the *IFPM Standard*.

*Note: Human Resources Staff: Only use the paragraphs below that apply to incumbent.*

To meet the educational requirement you need the following: \_\_\_\_\_  
(e.g., 6 semester hours of upper level coursework).

To meet the specialized experience requirement you need the following:  
\_\_\_\_\_ (e.g., For the GS-0401-09, one year of creditable specialized wildland fire management experience in at least two of the following three categories, see IFPM Standard for Wildland Fire Operations Specialist).

To meet the NWCG Incident Management Qualifications, you need the following:  
\_\_\_\_\_ (e.g., Incident Commander, Type 5 [ICT5]).

To meet the Additional Required Training, you need the following:  
\_\_\_\_\_ (e.g., P-301 "Wildland Fire Prevention Planning").

Attached is a completed worksheet used to make this determination.

You and your supervisor are required to develop an Individual Development Plan (IDP) that will identify the appropriate coursework and training you need. When you meet the IFPM requirements, you will be non-competitively reassigned to the GS-0401 series at your present grade level. IFPM requirements must be met by October 1, 2009.

To remain in the position, you are required to sign the attached agreement that defines responsibilities between you and the Agency in meeting the requirements outlined in the *IFPM Standard*.

The Agency intends to fully support employees in the attainment of the IFPM requirements. If you have any additional questions please contact (Name here) from the Human Resource office at (phone and or email).

Signature

Employment Officer

CC Supervisor of Employee  
Fire and Aviation Management or Equivalent

**INCUMBENT MEMO: EXISTING GS-0401 (MET)**

*Memo to Incumbents in **existing** GS-0401, Fire Management Specialist positions identified in the IFPM Standard who meet the IFPM requirements.*

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: Incumbent Declaration Review

Your position has been identified as one of the 14 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*.

The Human Resources Office completed a review of your education and training records and determined you meet the requirements as outlined in the *IFPM Standard*. Attached is the worksheet used to make this determination. We suggest that you attach this worksheet with all future job applications for the GS-0401 Fire Management Specialist series.

Note: There may be positions in the GS-0401 series for which you may not meet the IFPM requirements.

If you have any additional questions please contact (Name here) from the Human Resource office at (phone and or email).

Signature

Employment Officer

CC Supervisor of Employee  
Fire and Aviation Management or Equivalent

**INCUMBENT MEMO: EXISTING GS-0401 (NOT MET)**

*Memo to Incumbents in existing GS-0401 Fire Management Specialist series positions who need additional coursework, training, or experience to meet the IFPM Standard.*

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: GS-0401 Incumbent Declaration Review

Your position has been identified as one of the 14 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*.

The Human Resources Office completed a review of your Incumbent Declaration and determined that you need the following to meet the requirements of the *IFPM Standard*.

*Note: Human Resources Staff: Only use the paragraphs below that apply to incumbent.*

To meet the educational requirement, you need the following: \_\_\_\_\_  
(e.g., 6 semester hours of upper level coursework).

To meet the specialized experience requirement, you need the following: \_\_\_\_\_  
\_\_\_\_\_ (e.g., For the GS-0401-09, one year of creditable specialized wildland fire management experience in at least two of the following three categories, see IFPM Standard for Wildland Fire Operations Specialist).

To meet the NWCG Incident Management Qualifications, you need the following: \_\_\_\_\_  
\_\_\_\_\_ (e.g., Incident Commander, Type 5 [ICT5]).

To meet the Additional Required Training, you need the following: \_\_\_\_\_  
\_\_\_\_\_ (e.g., P-301 "Wildland Fire Prevention Planning").

Attached is a completed worksheet used to make this determination.

You and your supervisor are required to develop an Individual Development Plan (IDP) that will identify the appropriate coursework and training you need. IFPM requirements must be met by October 1, 2009.

To remain in the position, you are required to sign the attached agreement that defines responsibilities between you and the Agency in meeting the requirements outlined in the IFPM Standard.

The Agency intends to fully support employees in the attainment of the IFPM requirements. If you have any additional questions please contact (Name here) from the Human Resource Office at (phone and or email).

Signature

Employment Officer

CC Supervisor of Employee  
Fire and Aviation Management or Equivalent

**INCUMBENT MEMO: GS-0455/GS-0462 (MET)**

*Memo to Incumbents whose technical positions have been identified in the IFPM Standard and who meet the IFPM requirements.*

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: Incumbent Declaration Review

Your position has been identified as one of the 14 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*.

The Human Resources Office completed a review of your NWCG Incident Management Qualifications and training records and determined you meet the requirements as outlined in the *IFPM Standard*.

If you have any additional questions please contact (Name here), from the Human Resource Office at (phone and or email).

Signature

Employment Officer

CC Supervisor of Employee  
Fire and Aviation Management or Equivalent

**INCUMBENT MEMO: GS-0455/GS-0462 (NOT MET)**

*Memo to Incumbents whose technical positions (GS-0455 or GS-0462) have been identified in the IFPM Standard and who need additional coursework, training, or experience to meet the IFPM Standard.*

To: Incumbent (enter name here)

From: Human Resources Manager

SUBJECT: Incumbent Declaration Review

Your position has been identified as one of the 14 key fire management positions within the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*.

The Human Resources Office completed a review of your NWCG Incident Management Qualifications and training records and determined you need the following experience and training to meet the requirements of the *IFPM Standard*.

To meet the NWCG Incident Management Qualifications and Additional Required Training, you need the following:

---

(e.g., Incident Commander, Type 5 [ICT5]; S-290 “Intermediate Fire Behavior”).

You and your supervisor are required to develop an Individual Development Plan (IDP) that will identify the appropriate training you need. IFPM requirements must be met by October 1, 2009.

To remain in the position, you are required to sign the attached agreement that defines responsibilities between you and the Agency in meeting the requirements outlined in the *IFPM Standard*.

The Agency intends to fully support employees in the attainment of the IFPM requirements. If you have any additional questions please contact (Name here) from the Human Resource office at (phone and or email).

Signature

Employment Officer

CC Supervisor of Employee  
Fire and Aviation Management or Equivalent

## IFPM EMPLOYEE AGREEMENT

Agreement between U.S. Department of \_\_\_\_\_, (Agency) and Employee

Name:

Current Position Title, Series, Grade:

This agreement provides a basis of mutual understanding between the above parties in matters relating to the attainment of (check all that apply):

- \_\_\_\_\_ Professional education required for GS-0401, Fire Management Specialist
- \_\_\_\_\_ Specialized experience required for GS-0401, Fire Management Specialist
- \_\_\_\_\_ NWCG Incident Management Qualifications
- \_\_\_\_\_ Additional Required Training

Positive education and specialized experience requirements of the Supplemental Qualification Standard for the GS-0401 Fire Management Specialist, NWCG Incident Management Qualifications, and Additional Required Training must be met by October 1, 2009.

If you do not meet these requirement(s) within the specified time frame you will be removed from your current position.

### 1. PURPOSE OF AGREEMENT:

This agreement is intended to assist in the successful completion of the *IFPM Standard* requirements by October 1, 2009. Failure to meet the requirements by October 1, 2009, will result in removal from your current position. It is intended that each party will assist the other in the accomplishment of its objectives.

### 2. AGENCY RESPONSIBILITIES:

- a. Create an Individual Development Plan (IDP) with input from the employee.
- b. Assist the employee in locating opportunities for education, training, and specialized experiences as identified in the IDP.
- c. Monitor employee's progress.
- d. Provide opportunities for completion of NWCG Incident Management Qualifications, as applicable.
- e. As mission needs dictate and with supervisory approval, allow the employee a flexible work schedule for education and training.
- f. Provide funds necessary to pay for education and training.

### 3. EMPLOYEE RESPONSIBILITIES:

- a. Provide supervisor with input for your IDP.
- b. Assist the supervisor in locating opportunities for education, specialized experience and training as identified in IDP.
- c. Complete education, specialized experience and training as identified in IDP.

- d. Participate in opportunities for completion of NWCG Incident Management Qualifications, as applicable.
- e. Keep supervisor informed of progress and any problems encountered in completing education and training.
- f. Sign Continued Service Agreement for tuition paid by the agency, if applicable.

STATEMENT OF UNDERSTANDING BY EMPLOYEE

I understand the following:

- a. This position has been identified as a key fire management position under the *Interagency Fire Program Management Qualifications Standards and Guide (IFPM Standard)*.
- b. I do not fully meet the *IFPM Standard* requirements as identified herein.
- c. In order to remain in this position, I must complete these requirement(s), as identified in my Individual Development Plan, by October 1, 2009.
- d. If I fail to complete these requirement(s) by October 1, 2009, I will be removed from this position.
- e. If I decline the opportunity to meet these requirement(s) or fail to actively pursue these requirement(s), I will be removed from this position.

I certify that I have read and fully understand and accept the conditions of employment cited above.

Signature

Employee      Date

STATEMENT OF UNDERSTANDING BY AGENCY

- a. The agency will make every effort to assist the employee in successfully completing these requirement(s) needed to remain in this position.
- b. The agency will consider all possible options for continuation of employment of the employee if he/she fails to meet the requirement(s) for this position.

Signature

Agency Representative      Date

**IFPM CONDITIONS OF EMPLOYMENT**

*Send with Offer Letter to an Employee **selected** who does not meet the Condition of Employment.*

**CONDITIONS OF EMPLOYMENT**

This form is given to each employee selected into a position who does not meet either the educational requirements of the 401 qualifications standard (individuals selected from the 462 certificate for concurrent advertisements) and/or the Conditions of Employment (NWCG Incident Management Qualifications or Additional Required Training. It is to be signed and returned to the Human Resources Office no later than \_\_\_\_\_.

As outlined in the vacancy announcement, your employment is contingent upon completing the basic requirements of the Supplemental Qualification Standard for the GS-0401, Fire Management Specialist by October 1, 2009 and or NWCG Incident Management Qualifications or Additional Required Training. If you do not meet these requirements by October 1, 2009, you will be removed from this position.

You will be required to sign an employee agreement that enumerates what educational coursework, training and experience is required to meet the requirements.

I certify that I have read and fully understand and accept the conditions of employment cited above. I fully understand that if I do not meet these requirements by October 1, 2009, I will be removed from this position.

\_\_\_\_\_  
Signature of Appointee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Selecting Official or  
Designated Fire Management Officer

\_\_\_\_\_  
Date

**CONDITION OF EMPLOYMENT AGREEMENT (IFPM)**

**NOTE:** The employee/applicant must sign this form at the time of being offered a position. Continued employment will depend on the employee/applicant fully meeting the full Interagency Fire Management qualifications for the Key Fire Management Position for which hired.

**I fully understand that I must complete the training listed below in order to be considered fully qualified for the position of \_\_\_\_\_.**

**This training must be completed not later than October 1, 2009. I also fully understand that if I fail to pass this training I will be terminated from the position.**

**Training Required:**

I fully understand that failure to satisfactorily complete the required training will result in my employment being terminated.

\_\_\_\_\_  
Typed name of employee/applicant                      Date Prepared

\_\_\_\_\_  
Signature of employee/applicant                      Date Signed

**The following individual has the authority to authorize funding to ensure the employee has the opportunity to obtain the necessary training in order to meet full qualifications for the position.**

\_\_\_\_\_  
Typed name of FMO/supervisor/representative

\_\_\_\_\_  
Signature of FMO/supervisor/representative                      Date Signed